Annual Employee Performance Evaluation Report

The **annual employee performance evaluation report** sample provides a structured overview of an employee's achievements, strengths, and areas for improvement over the year. It helps organizations maintain consistent performance standards and supports informed decision-making for career development. Utilizing this report enhances transparency and fosters employee growth within the company.

Employee Information

- **Name:** John Doe
- **Position:** Marketing Specialist
- **Department:** Marketing
- **Employee ID:** 12345
- **Evaluation Period:** January 2023 - December 2023
- **Supervisor:** Jane Smith

Performance Overview

Performance Criteria	Rating	Comments
Quality of Work	Excellent	Consistently delivers high-quality results and exceeds expectations.
Teamwork	Good	Cooperates well with team members and assists others when needed.
Communication	Very Good	Communicates effectively with colleagues and management.
Dependability	Excellent	Reliable and meets all deadlines with minimal supervision.
Initiative	Good	Frequently takes initiative in proposing new ideas and solutions.

Achievements

- Led a successful marketing campaign that increased sales by 15%.
- Organized three team-building workshops to improve collaboration.
- Completed certification in Digital Marketing.

Strengths

- Keen attention to detail
- Outstanding organizational skills
- Strong analytical abilities
- Excellent time management

Areas for Improvement

- Further develop public speaking skills
- Enhance knowledge of advanced marketing analytics tools
- Increase participation in cross-departmental initiatives

Supervisor's Comments

John has consistently demonstrated professionalism and dedication throughout the year. His contributions to the marketing team have been significant, and he is always willing to take on new challenges. Continued growth in public speaking will further strengthen his leadership potential.

Employee's Comments

I appreciate the opportunities given and look forward to further developing my skills, particularly in marketing analytics and public speaking. I value the support from my supervisor and colleagues.

Overall Rating

Very Good

Signatures

_____ _____
Employee Signature   Date

_____ _____
Supervisor Signature   Date